



## 2020 Alaska Airmen Building Rental Information

Thank you for your interest in renting the Airmen building! We offer a unique and beautiful location in Anchorage, Alaska. Centered right on Lake Hood, our facility is perfect for weddings, board retreats, meetings, BBQ's, receptions, ceremonies, mixers, and parties.

Our building can accommodate up to 125 guests inside and has room for 100 on the outside deck and dock. Our facility can also accommodate up to 80 guests for a banquet style set-up. It has a cozy, warm atmosphere, wood finish interior, a large corner rock fireplace, heated vinyl flooring, and large open windows to gaze out over the water. We feature a full kitchen facility, an outdoor deck right on the lake with a beautiful 500ft surrounding dock.

Rental rates include use of the Airmen building for a minimum four-hour time slot, use of our tables, chairs, full kitchen, outdoor deck and dock, inside and outside stereo system, 90" drop down screen with ceiling projector, and free Wi-Fi. The Alaska Airmen Association facility is not permitted for the sale of alcohol.

The Airmen building is located just off of West Northern Lights and Lake Hood Drive; approximately eight minutes from downtown & midtown, and two minutes from the airport.

Below are standard rates:

### Reservation Rates

	4 HR	6 HR	Additional Time	Day Rate 8am - Midnight
<b>Mon-Thurs evenings</b>	Subject to Approval	\$800	\$200 / Each Additional Hour	N/A
<b>Friday</b>	\$800	\$1,100	\$200 / Each Additional Hour	N/A
<b>Saturday</b>	\$800	\$1,200	\$200 / Each Additional Hour	\$1,800
<b>Sunday</b>	\$800	\$1,000	\$200 / Each Additional Hour	\$1,600

*Alaska Airmen members receive a 5% discount, Active & Retired Military receive a 10% discount with ID.*

*Alaska Airmen Lifetime members receive 25% off Reservation Rates.*

*If using an Airmen Member discount, Member must be the one to sign the rental contract & pay for the entire event.*

*Discounts cannot be combined.*

*\$200 refundable deposit due upon booking.*

*Event fee is due 30 days prior to event.*

**Reservation rates are subject to change.**

*Rentals that fall on a holiday will have special rates and will be granted on a case by case basis.*

Mon-Thur:	5pm – 11pm (9am – 5pm incur a surcharge due to normal office hours)
Friday:	3pm – Midnight
Saturday:	8am – Midnight
Sunday:	8am – 11pm



Phone: 907-245-1251

4200 Floatplane Drive  
Anchorage, AK 99502

Responsible Party
Name:
Phone Number:
Email:
Address:

For Management Use Only
Event Type:
Date of Event:
Time of Event:
Deposit Paid:
Event Fee Paid:
Staff Name:

### Proposal for Use of Building

Thank you for your interest in renting the Airmen facility. This letter is a proposal for use of the building and is binding when accepted by renter.

Event Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Refundable  
Deposit:     \$     200.00     due upon reservation <sup>1</sup>

Event fee:     \$     \_\_\_\_\_     Due 30 days prior to the event<sup>2</sup>

                  \$     \_\_\_\_\_     Adjustment for special arrangements

  %     \_\_\_\_\_     Adjustment for special offer/discount

Total Event  
Fee Due:     \$     \_\_\_\_\_

Special Arrangements: (coolers, leather chairs & coffee table, grill, etc....) \_\_\_\_\_

<sup>1</sup>The deposit will secure the date. Full event fee must be paid 30 days prior to event to keep reservation, unless alternative payment arrangements are made.

<sup>2</sup>The entire event fee is refundable, except for \$50 of the deposit, if cancelled a minimum of 30 days prior to event date. No refunds will be given if cancelled less than 30 days of event date.

Initials: \_\_\_\_\_



**Add-Ons**

- Additional Hours ..... \$200/hr.
- Executive Suite (2+ Week Notice) ..... \$250
- Set-Up & Take-Down..... \$100
- Coffee & Coffee Pot..... \$20
- Staff Presence\* ..... \$200
- Printer ..... \$20
- Table Clothes (Black).....  X \$25/each
- Special Arrangements..... TBD

Total Add-Ons \_\_\_\_\_

**Office use only:**

**Post Event Additional Fees**

- Cleaning Fee ..... Staff Discretion
- Incidences of Vomiting ..... \$50/each
- Call to the Police..... \$200
- Damages ..... Actual Cost
- Late Fee: 15 minutes-1 hour outside designated time frame\*\* ..... \$250

Total Fees Incurred \_\_\_\_\_

*\*Staff is present to help with building issues or to monitor the building while unattended. Staff presence does NOT entail event planning or coordinating.*

*\*\*An additional charge of \$250 will be added at the beginning of each exceeded hour thereafter.*

Initials: \_\_\_\_\_

**Rental Policy:**

The event fee includes use of the main area, bathrooms and outside area of the Airmen building. It includes use of chairs and tables located in the walk-in closet, fireplace, inside and outside stereo system, 90” screen with projector, kitchen facility and appliances, and two coolers. You may choose your own caterer or provide your own food and beverages/alcohol (we can also suggest quality caterers). Event insurance is recommended, but not required.

Maximum capacity is 125 people inside. Event time indicated includes set-up and breakdown time. A fee will be charged for damages or excessive clean-up beyond the ordinary determined at the Airmen staff’s discretion, including removal of signs in the area leading to the event. There are three locked offices, which are not to be used or entered with the exception of Executive Suite rental. Pets are not allowed in the building. Video surveillance is used on the premises. If anything is outside the normal policy, it will be stated in writing at the time the agreement is signed. Guests are responsible for general cleanup, trash removal (dumpster is located at the end of the parking lot), cleaning the kitchen area if used during the event, and removal of decorations and any additional equipment or items that were brought to the event/building. A limited supply of trash bags and cleaning supplies may be available. There will be an exit checklist provided to the renter. If the checklist is not completed, the \$200 deposit will be forfeit to the Alaska Airmen’s Association.

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**Acceptance:**

I/we, \_\_\_\_\_, accept terms as outlined herein above for rental of the Alaska Airmen building for the date of \_\_\_\_\_, and accept financial responsibility for any damages or stolen property of the Airmen that may result from the event. I/we agree to take responsibility for my/our guests and to abide by Airmen Building Rental Policy, which is in effect during use of the building. I/we acknowledge there is no smoking, of any kind, inside the building at any time, and there are suggested designated smoking areas outside. I understand that the facility is located near an active take-off/landing zone and that I/we accept the products of such and will adhere to any and all policies that pertain. I/we understand that touching of any airplanes located near the facility is strictly prohibited. If any damages to third party aircraft, vehicles, and/or other property occurs, I/we agree to accept any and all responsibility pertaining to such, including incidents caused by guests. I understand that the use of drones by me/us and by my/our guests and vendors must be cleared by the proper authorities. I understand that I/we are responsible for setup and breakdown of the event and that I will need to pay an additional fee for pre-setup or post-takedown, to have an Airmen staff member present at event (if available), and/or additional time outside the hourly rented window. I understand the non-refundable booking fee is only for the above date and that should I desire to change the date of my event, I will need to pay a new booking fee. I understand that if the event is cancelled less than 30 days prior to event date, then the full rental fee is forfeit. I/We are responsible for the completion of a post event checklist in order to receive a full refunded deposit.

**Rent Guarantors:**

Dated: \_\_\_\_\_ Signature(s): \_\_\_\_\_

Printed name (s): \_\_\_\_\_

Member/I.D. # \_\_\_\_\_

Individual Member Corporate Member Lifetime Member Military Special Offer
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**Payer Guarantors, if different:**

Dated: \_\_\_\_\_ Signature(s): \_\_\_\_\_

Printed name (s): \_\_\_\_\_

Member/I.D. # \_\_\_\_\_

Individual Member Corporate Member Lifetime Member Military Special Offer
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Initials: \_\_\_\_\_



## Credit Card Form

The credit card below will be used to charge for:

Deposit

Full Event Payment

Credit Card on file for additional fees outside of the deposit and full-event payment

This is the credit card to charge for the above purpose for the reserved date of \_\_\_\_\_  
booked by (client's name) \_\_\_\_\_ at the Alaska Airmen building.

Date of filing: \_\_\_\_\_ Amount: \_\_\_\_\_

Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_ CC: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Examples of Extra Fees:**  
Actual Cost – Damage to property  
\$50 each incidences of vomiting  
\$200 call to police

Initials: \_\_\_\_\_

# CLEANING CHECKLIST FOR RENTAL

**\*\*THIS LIST MUST BE COMPLETE TO GET DEPOSIT BACK\*\***

- REMOVE ALL TRASH IN BUILDING (PLACE IN DUMPSTER OUTSIDE)
- SWEEP ALL FLOORS
- MOP UP ANY SPILLS
- CLEAN TABLES AND CHAIRS OF ANY SPILLS AND STICKINESS
- WIPE DOWN ALL COUNTERS AND FLOOR IN THE 'BAR' AREA
- WIPE DOWN COUNTERS, SINK AND MICROWAVE IN THE KITCHEN
- WIPE DOWN STOVE AND OVEN IF USED
- REMOVE ALL FOOD YOU BROUGHT FROM THE FRIDGE/FREEZER
- CLEAN AND DRY AND PUT AWAY ANY DISHES/UTENSILS USED
- PUT AWAY ALL CHAIRS/TABLES IF NOT PAYING FOR SET UP/TAKE DOWN
- IN THE WINTER MAKE SURE HEAT IS LEFT ON 68 UPON EXIT
- REMOVE ALL PERSONAL DECORATIONS AND SIGNS
- REMOVE ALL TRASH AND SIGNS OUTSIDE OF BUILDING

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Signed, Rental Party

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Date

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Print, Rental Party

Initials: \_\_\_\_\_